



## **Short Courses Tuition Fee Policy 2023-24**

### **1. Tuition Fee**

- 1.1. All fees must be received by the school at least 14 days before course commencement.
- 1.2. Students must provide accurate payment information and ensure that the payment is made by the specified due date.
- 1.3. The school accepts payment through bank transfer.
- 1.4. Students are responsible for any additional charges, such as travel costs, production costs or other related expenses that may be required during the course.

### **2. Cooling-off Period**

- 2.1. If you have paid a deposit and you cancel within the 14-day 'Cooling-Off' period allowed for purchases made 'at distance' i.e. online or by phone, and before the start of the programme of study, we will refund all respective fees received from you.
- 2.2. If you cancel after the start of the course but within the 'Cooling Off' period, we will refund a proportionate amount of any fees paid.
- 2.3. To exercise your right to cancel, you must inform the Admissions Team of your decision to cancel the contract by a clear statement (e.g. a letter sent by post or email), including your name, address and the programme for which you accepted an offer.
- 2.4. If you call to inform the Admissions Team of your decision to cancel you must also confirm in writing either by email or letter.
- 2.5. The Finance department will make the reimbursement without undue delay and no later than 30 days from the date the school receives your decision in writing to cancel this Agreement.

### 3. Refund

- 3.1. Course fees are generally non-refundable and non-transferable.
- 3.2. Refunds are only available if students, where applicable, are unsuccessful in their visa application and can provide us with the official visa rejection letter. All refund requests must be received by CFS within 21 days of the visa rejection and in advance of the course start date.
- 3.3. If a course is cancelled by the school, we will offer you either the opportunity to transfer fees paid to another course or to receive a refund.
- 3.4. Any refunds given, excepting those made in accordance with the 'Cooling Off' period or course cancellation by the school, will be less an Administration Fee of £100.
- 3.5. All refunds will be returned to the original payer by the original payment method; this is known as "return to source" in compliance with applicable money laundering legislation. Refunds are not payable or transferable to third parties.
- 3.6. The school shall not offer compensation for any bank or other charges (including refund processing charges) nor for any shortfalls due to exchange rate fluctuations when returning payments.
- 3.7. The school retains its right to give refunds at its discretion.

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